



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY 77TH REGIONAL READINESS COMMAND
ERNIE PYLE USAR CENTER
FORT TOTTEN, NEW YORK 11359-1016

REPLY TO
ATTENTION OF

S: 9 June 2004

AFRC-CNY-PR-D-E (135)

1 April 2004

MEMORANDUM FOR

Commander, All 77th RSC Major Subordinate Commands, ATTN:

DCSPER/ACSPER/G1/ACSPA

Commander, All USARC Major Subordinate Commands, ATTN:

DCSPER/G1/ACSPER/ACSPA

Commander, 7th Army Reserve Command, ATTN: AEUR-Z, Unit 29238,

APO AE 09102

Commanders, U.S. Army Pacific, ATTN: ARPC-AR, Fort Shafter, HI 96858-5100

Commanders, U.S. Army Special Operations Command, ATTN: AOPE-RPB,

Fort Bragg, NC 28307-5200

SUBJECT: Announcement for the Non-Nominative Position of the Command Sergeant Major (CSM), **1079th Garrison Support Unit**

1. Applications are being accepted for the position of Command Sergeant Major, 1079th Garrison Support Unit, Building 5433 Delaware Avenue, Fort Dix, New Jersey 08640-9001. Request widest possible dissemination of this announcement to ensure that eligible CSMs have the opportunity to request consideration for selection.

2. SUMMARY OF DUTIES: The incumbent will serve as the Garrison Command Sergeant Major for the 1079th Garrison Support Unit. Serves as the principal advisor to the Colonel and members of the staff on all enlisted issues to include personnel, training and readiness posture. Maintains liaison with the senior enlisted leadership throughout the Garrison, with higher headquarters and professional military associations. Accompanies and assists the Garrison Commander on inspections, visits, and ceremonies.

3. ELIGIBILITY CRITERIA: Command Sergeants Major with Battalion and/or Brigade level experience are eligible to apply.

a. The Commander desires the following qualifications:

(1) Must have excellent management, leadership and communication skills.

(2) Be physically fit and able to promote the Army Physical Fitness Testing and Training Program and meet height/weight standards of AR 600-9.

(3) Must be able and willing to perform extensive duty and travel in addition to the regularly scheduled IDT and AT.

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(5) Sergeants Major Academy graduate.

(6) Must possess a SECRET security clearance.

(7) Served at Battalion level as a CSM

b. The following qualifications are desired:

(1) College degree

(2) Broad operational knowledge of enlisted personnel management systems

4. APPLICATION PROCEDURES: Assemble packet in a manila folder without tabs. An application packet will consist of the following:

a. Current official photo IAW AR 640-30.

b. Biographical summary IAW Figure 6-1, AR 135-205.

c. Certified true copies of DA Form 2A and 2-1. The following will be entered in item 35, DA Form 2-1 and will be completed by the soldier: "I have reviewed the information contained herein and it is correct and complete", signature and date.

d. Certified true copies of last five (5) NCOERs.

e. Current DA Form 705, Army Physical Fitness Test (must be within 12 months).

f. Statement of height/weight witnessed and signed by the Commander. Also, submit DA Form 5500-R or 5501-R, Body Fat Content Worksheet, if applicable.

g. Statement of Security Clearance verification from Security Manager.

5. All applications must be submitted directly to the Commander, 77th Regional Support Command, ATTN: AFRC-CNY-PR-D-E (Ms. Dorner), Ernie Pyle USAR Center, Fort Totten, New York 11359-1016, to arrive not later than **9 June 2004**.

6. Additional information can be obtained from either Ms. Dorner at {718} 352-5036, Mr. Kane at {718} 352-5633 or CSM Hill at {718} 352-5077, Fax {718} 352-5176.

THOMAS W. KANE. JR
Military Personnel Officer